



TOWN OF LAUDERDALE-BY-THE-SEA

AGENDA ITEM REQUEST FORM

ADMINISTRATION

Department Submitting Request

John Olinzock

Dept Head's Signature

Commission Meeting Dates	Last date to turn in to Town Clerk's Office	Commission Meeting Dates	Last date to turn in to Town Clerk's Office	Commission Meeting Dates	Last date to turn in to Town Clerk's Office
<input type="checkbox"/> Nov 10, 2009	Oct. 30 (5:00 p.m.)	<input checked="" type="checkbox"/> Jan 26, 2010	Jan 15 (5:00 p.m.)	<input type="checkbox"/> March 23, 2010	Mar 12 (5:00 p.m.)
<input type="checkbox"/> Dec 1, 2009	Nov 20 (5:00 p.m.)	<input type="checkbox"/> Feb 9, 2010	Jan 29 (5:00 p.m.)	<input type="checkbox"/> April 13, 2010	April 2 (5:00p.m.)
<input type="checkbox"/> Dec 8, 2009	Nov 25 (5:00 p.m.)	<input type="checkbox"/> Feb 23, 2010	Feb 12 (5:00 p.m.)	<input type="checkbox"/> April 27, 2010	April 16 (5:00p.m.)
<input type="checkbox"/> Jan 12, 2010	Dec 31 (5:00 p.m.)	<input type="checkbox"/> Mar 4, 2010	Feb 19 (5:00p.m.)	<input type="checkbox"/> May 11, 2010	April 30 (5:00p.m.)

NATURE OF AGENDA ITEM

- | | | |
|--|---|--|
| <input type="checkbox"/> Presentation | <input type="checkbox"/> Resolution | <input type="checkbox"/> New Business |
| <input type="checkbox"/> Report | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Manager's Report |
| <input checked="" type="checkbox"/> Consent Agenda | <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Attorney's Report |
| <input type="checkbox"/> Bids | <input type="checkbox"/> Old Business | <input type="checkbox"/> Other |

EXPLANATION: Commission Approval of Use of Jarvis Hall by LBTS Garden Club on Friday, 29 Jan 2010 and Saturday 30 Jan 2010, for Annual Rummage Sale, Additional Town Staff Hours on Saturday for Cleaning and Set-Up, and To Allow Use Deposit to Offset Additional Staff Time.

STAFF RECOMMENDATION: N/A

BOARD/COMMITTEE RECOMMENDATION: N/A

FISCAL IMPACT AND APPROPRIATION OF FUNDS: N/A

- | | |
|---|--|
| <input type="checkbox"/> Amount \$ _____ | <input type="checkbox"/> Acct # _____ |
| <input type="checkbox"/> Transfer of funds required | <input type="checkbox"/> From Acct # _____ |
| <input type="checkbox"/> Bid | <input type="checkbox"/> Grant <input type="checkbox"/> Amount represents matching funds |

Town Attorney review required

- ☐ Yes ☒ No

Town Manager's Initials: JO

Memo

Date: 01/15/10

To: Esther Colon

CC: John Olinzock

From: Don Prince, Director of Municipal Services

Re: Jarvis Hall

The Garden Club has requested the use of Jarvis Hall on Jan 30, 2010 to have their Annual Rummage Sale. This date was mistakenly left off the application and requires Commission approval because of the 30 day notice for the event to take place. I contacted the Garden Club when the error was found and they have submitted a new application requesting the use of Jarvis Hall on Jan 30, 2010. I would like to recommend the Garden Club be allowed the use of Jarvis hall although it would require three Public Works Personnel to come in on Jan 30, 2010 to clean Jarvis Hall for a scheduled Birthday party at 4:00 pm.

Thank You

Don Prince

A handwritten signature in black ink, appearing to be 'DP' or 'Don Prince', written in a cursive style.



Town of Lauderdale-By-The-Sea Application for Use of Jarvis Hall

15 JAN 10
30

Return completed application thirty (30) days before the event with \$100.00 Refundable Security Deposit to: Office of the Town Manager, Town Hall, 4501 Ocean Drive, Lauderdale-By-The-Sea, FL 33308, Phone: 954-776-0576 This application is downloadable from the internet at www.lauderdalebythesea-fl.gov.

Applicant Information

Name/Organization	L B T S GARDEN CLUB, INC. <small>Provide copy of State Registration</small>
Representative	NANCY LESLIE
Street Address	3270 AQUA VISTA DR
City State ZIP Code	POMPANO BEACH
Home Phone	954-941-8748
Work Phone	NONE
Fax Number	NONE
Cell Phone	954 647 2702

Event Description

Type of Event	L BY THE SEA GARDEN CLUB
Date of Event	2ND MONDAY OF EACH MONTH OCT-MAY <small>SEE ATTACHED</small> <small>Please indicate if Event is more than one (1) Day</small>
Hours of Event	8:30 AM - 12 NOON <small>SEE ATTACHED</small>
Set Up Requirements	Description of Use of the Facility. Include use of Hall, Portico, Kitchen, Electronic Equipment, Tables, Chairs, etc. Separately attach a Floor Plan to indicate set up Requirements. Number of Persons attending Event: _____ (Maximum Room Capacity, Jarvis Hall, 260, 120 with tables)

SEE
ATTACHED
EVENT
LISTING
30

Garden Club Jarvis Hall Dates:

January 29th – Rummage Sale Set-Up 1PM-4PM

< 30 DAYS, PER APP
NOT REQ'D BY CODE

January 30th – Rummage Sale 8:30AM-1:00PM

February 26th – Flower Show Set-Up 12PM-4PM

OK

February 27th – Flower Show 8:00AM – 4:00PM

May 10th – Luncheon 8:15AM- 3:00PM

← EXTENDED TIME
(ALREADY APPROVED MEETING DAY)

Town Commission Approval Required for the Following Items

Serving/Selling of alcoholic beverages. (Proof of Insurance Required). **NO**

Waiving of Refundable Security Deposit. (Reference Attached Town Resolution 2008-18). **NO**

Collection of Donations/Entrance Fees. **NO**

Televising and/or Recording of the Event. (Reference Attached Ordinance). **NO**

Agendas/Publications/Advertising to be distributed before, during, and after the Event. **YES**

Sponsorship/Co-Sponsorship by the Town. Include a statement of Benefit to the Town from the proposed event, a projection of revenues from the event, if any, and distribution of those revenues.

Names/Addresses of All Financial Sponsors of the Event

1)	NONE
2)	
3)	

Names/Addresses of All Charitable and/or Not-For-Profit Organization
Receiving Any Portion of Proceeds from the Event

1)	HABIT FOR HUMANITY LANDSCAPING
2)	NATIONAL WILDLIFE
3)	EVERGLADES FOUNDATION/WEHIVIA

All organizations using Jarvis Hall shall provide the Town with an Indemnity and Hold Harmless Agreement.

All applicants conducting events/meetings where alcoholic beverages will be sold or served shall provide the Town with Insurance Certificates or Binders establishing proof of coverage for general liability insurance with a minimum coverage of one million dollars (\$1,000,000) per occurrence.

All events occurring in Jarvis Hall shall be subject to video recording for broadcast or rebroadcast on the town's governmental access channel if the event is determined by the Town Commission to be of great public importance.

All parking shall be the responsibility of the applicant unless other arrangements are approved by the Town Commission prior to the event/meeting. The applicant shall be responsible to ensure that all required permits are obtained prior to the event/meeting.

Applicant shall be responsible for clean-up of the premises following the conclusion of the event. Security Deposit shall be applied against any costs incurred by the Town in cleaning and/or repairing Jarvis Hall after it is used.

Summary Checklist of Required Items

- Refundable Security Deposit
- Copy of State Registration Attached, as Required.
- Detailed Description of Event Attached.
- Floor Plan Detailing Room Set-Up Attached.
- Copy of License issued from Florida Division of Alcoholic Beverages & Tobacco if Alcoholic Beverages are to be served/sold.
- Insurance Certificates or Binders establishing minimum coverage of \$1,000,000 per occurrence and proof of coverage of general liability insurance with Town of Lauderdale-By-The-Sea as additional insured if alcoholic beverages are to be served/sold.
- Statement of Benefit if applicant is seeking sponsorship/co-sponsorship from Town.
- Notarized Indemnity and Hold Harmless Agreement

Application is considered Incomplete if all Required Items are not Submitted with Application.

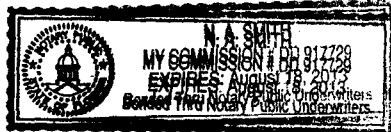
Applicant Signature	<i>Nancy Leslie</i>
Name (printed)	NANCY LESLIE
Date	1/12/2010

STATE OF FLORIDA:
COUNTY OF BROWARD:

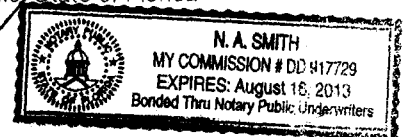
SWORN TO AND SUBSCRIBED BEFORE ME, a Notary Public of the State of Florida, by

Nancy Leslie who is personally known to me/provided
Driver's License as identification and who did/did not take an oath.

My Commission Expires:



N. A. Smith
Notary Public, State of Florida



Approved by Town Commission 12 September 2008

Attachments: Indemnity & Hold Harmless Agreement
Resolution 2008-18
Ordinance, Jarvis Hall

RESOLUTION NO.: 2008-18

1 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF
2 LAUDERDALE-BY-THE-SEA, FLORIDA, REPEALING RESOLUTION NO.
3 1254, WHICH PROVIDED FOR RENTAL FEES TO BE CHARGED FOR THE
4 USE OF JARVIS HALL. AND IMPOSING, INSTEAD, THE REQUIREMENT
5 THAT ALL USERS OF JARVIS HALL MAKE A \$100 REFUNDABLE
6 SECURITY DEPOSIT, TO BE APPLIED AGAINST ANY COSTS INCURRED
7 IN CLEANING AND/OR REPAIRING JARVIS HALL AFTER ITS USE.

8
9 WHEREAS, Sec. 17-103 of the Code of Ordinances establishes the "Standards for use" of
10 Jarvis Hall; and

11
12 WHEREAS, pursuant to Sec. 17-103(b) of the Code of Ordinances, fees for the use of Jarvis
13 Hall are adopted by Town resolution; and

14
15 WHEREAS, pursuant to the above authority, the Town adopted Resolution No. 1254, which
16 established certain rental fees for the use of Jarvis Hall; and

17
18 WHEREAS, the Town Commission has determined that, for those events approved by the
19 Town Commission, no fee should be charged but that, instead, a refundable security deposit should
20 be required from all users and be applied against any costs incurred by the Town in cleaning and/or
21 repairing Jarvis Hall after it is used.

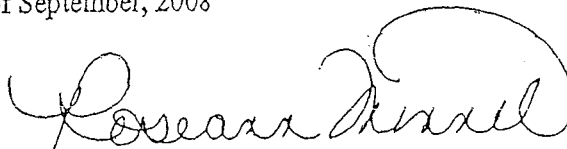
22
23 NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE
24 TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA:

25
26 SECTION 1. That Resolution No. 1254, which provided for rental fees for the use of Jarvis
27 Hall, is hereby repealed.

28
29 SECTION 2. That, pursuant to Sec. 17-103 of the Code of Ordinances, all users of Jarvis
30 Hall shall be required to make a \$100 refundable security deposit to the Town, to be applied against
31 any costs incurred by the Town in cleaning and/or repairing Jarvis Hall after it is used.

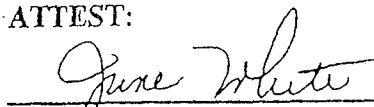
32
33 SECTION 3. This Resolution shall become effective immediately upon its passage and
34 adoption.

35
PASSED AND ADOPTED this 12 of September, 2008



MAYOR ROSEANN MINNET

ATTEST:


June White, Town Clerk

INDEMNITY AND HOLD HARMLESS CERTIFICATE

NANCY LESLIE ("____") in return for the ability to use Jarvis Hall, and the payment of other good and valuable consideration, the receipt of which is hereby acknowledged, agrees to protect, defend, indemnify and hold the Town of Lauderdale-by-the-Sea ("Town"), its officials, employees and agents harmless from and against any and all lawsuits, penalties, damages, settlements, judgments, decrees, costs, charges and other expenses or liabilities of every kind in connection with or arising directly out of the GARDEN CLUB use of the Town's property.

GARDEN CLUB further agrees to investigate, handle, respond to, provide defense for, and defend any such claims, at its sole expense and agrees to bear all other costs and expenses and attorney's fees relating thereto at both the trial and appellate levels.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this ____ day of JAN 12, 2010

Signed, sealed and delivered
in the presence of:

Name:

Nancy Leslie
NANCY LESLIE
Print Name

STATE OF FLORIDA)


COUNTY OF BROWARD)

ss:

I HEREBY CERTIFY that on this day before me, an officer duly qualified to take acknowledgements, personally appeared NANCY LESLIE as

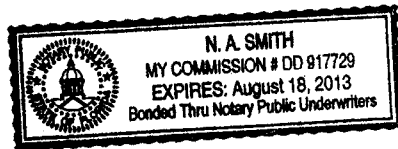
PRESIDENT (Title) of GARDEN CLUB a Florida corporation,
personally known to be the person described in, or who produced
FL DRIVERS LICENSE as identification, and who executed the foregoing and
acknowledged before me that (s)he executed the same.

WITNESS my hand and seal in the County and State aforesaid on this
12th day of January, 2009.



NOTARY PUBLIC

My Commission Expires:



except for enforcement purposes. After two (2) months from the filing of any such lien which remains unpaid, the Town may foreclose or otherwise execute on the lien.

(Ord. No. 342, § 1, 6-22-93; Ord. No. 03-520, § 2, 10-28-03)

Secs. 17-95—17-100. Reserved.

ARTICLE VII. JARVIS HALL*

Sec. 17-101. Use generally.

No person or organization shall be permitted to use Jarvis Hall for any event except as provided herein.

(Ord. No. 378, § 1, 7-9-96)

Sec. 17-102. Definitions.

[For the purposes of this article:]

Event shall mean a meeting, concert, lecture, exhibit, board meeting, or other community or civic event. The use of Jarvis Hall by the supervisor of elections as a polling place for any special or general election shall not constitute an event under the terms of this article.

(Ord. No. 378, § 2, 7-9-96)

Sec. 17-103. Standards for use.

(a) Local civic organizations which are based in the town may use Jarvis Hall without charge.

(b) All other organizations will be charged fees in accordance with the schedule of user fees adopted by town resolution.

(c) Service of alcoholic beverages shall be limited to beer and/or wine.

*Editor's note—Ord. No. 378, §§ 1—7, adopted July 9, 1996, pertained to the use of Jarvis Hall. Such provisions did not specify manner of codification; hence, inclusion as Art. VII, §§ 17-101—17-107, has been at the editor's discretion.

(d) All organizations conducting events where alcoholic beverages will be sold or served shall provide the town with insurance certificates or binders establishing proof of coverage for general liability insurance with a minimum coverage of one million dollars (\$1,000,000.00) per occurrence.

(e) All organizations using Jarvis Hall shall provide the town with an indemnity and hold harmless agreement, the form of which shall be approved by the town attorney.

(f) All events occurring in Jarvis Hall shall be subject to video recording for broadcast or rebroadcast on the town's governmental access channel if the event is determined by the town commission to be of great public importance.

(Ord. No. 378, § 3, 7-9-96)

Sec. 17-104. Application.

All persons or organizations who desire to use Jarvis Hall for any event shall first submit an application to the town. The application shall provide information regarding the following:

- (1) A detailed description of the event and the hours of operation.
 - (2) The names and addresses of all financial sponsors of the event.
 - (3) The names and addresses of all charitable or not-for-profit organizations which will receive any portion of proceeds from the event.
 - (4) Insurance Certificates or binders establishing proof of coverage of general liability insurance.
 - (5) An Indemnity and Hold harmless certificate in favor of the town in a form approved by the town attorney.
- (Ord. No. 378, § 4, 7-9-96)

Sec. 17-105. Review of application.

(a) The town's administrative staff shall review all applications at time of submission. No application shall be accepted if it fails to provide any of the above required information.

(b) Following acceptance of an application, the town's administrative staff shall investigate the veracity of the information disclosed on the application. If any information is determined to be inaccurate or incomplete, the application shall be returned to the applicant for correction.

(c) Following acceptance and review of the application, the town administration shall submit the application, any supporting documentation thereto, together with any recommendation of the administration to the town commission for review and approval.

(d) Organizations which intend to have multiple or continuing events may submit one (1) application.
(Ord. No. 378, § 5, 7-9-96)

Sec. 17-106. Issuance of permit.

No permit shall be issued by the town until the special event has been approved by majority vote of the town commission. The commission may impose conditions on the permit necessary to protect the property and the health, safety and welfare of the participants in the event. No permit shall be issued until the conditions established by the town commission are reduced to writing and signed by the applicant.
(Ord. No. 378, § 6, 7-9-96)

Sec. 17-107. Town sponsored and co-sponsored events.

The town commission may agree to sponsor or co-sponsor a special event. If an applicant seeks sponsorship or co-sponsorship by the town, it shall include in its application a statement of how the town will benefit from the proposed event, shall project and net revenues from the event, and contain a statement of how the revenues will be distributed. The town administration shall estimate the total cost of the proposed event in terms of expenditures, costs, lost revenues where applicable and projected revenues when anticipated.

The town commission's approval to act as sponsor or co-sponsor of the event shall include a provision stating the source of funds that the town will use, if any in support of the sponsorship.
(Ord. No. 378, § 7, 7-9-96)

ARTICLES OF INCORPORATION
In Compliance with Chapter 617, F.S., (Not for Profit)

ARTICLE I NAME

The name of the corporation shall be:

Lauderdale By The Sea Garden Club Inc.

ARTICLE II PRINCIPAL OFFICE

The principal place of business and mailing address of this corporation shall be:

4505 Ocean Blvd. Fl. 33062

Lauderdale By The Sea, FL 33062

ARTICLE III PURPOSE

The purpose for which the corporation is organized is:

The club meets once a month teaches about gardens , plants, flowers , and the conservation of water.

The club also goes to a school and works with students to keep a garden and then sends 2 or 3 to camp.

ARTICLE IV MANNER OF ELECTION

The manner in which the directors are elected or appointed:

The directors are elected as stated in the bylaws . The whole clubs votes in April for the board and the officers.

ARTICLE V INITIAL DIRECTORS AND/OR OFFICERS

List name(s), address(es) and specific title(s):

Catherine Cashman President
2220 NE 68th. St.
Ft. Lauderdale Fl 33308

Nancy Leslie Vice President
3270 Aqua Vista Drive
Pompano Beach ,Fl. 33062

Barbara Clark Treasurer
1915 Terra Mar Dr.
Lauderdale By The Sea, Fl. 33062

Christine Villata Secretary
1620 S. Ocean Blvd.
Lauderdale By The Sea, Fl. 33062

ARTICLE VI INITIAL REGISTERED AGENT AND STREET ADDRESS

The name and Florida street address (P.O. Box NOT acceptable) of the registered agent is:

Catherine A Cashman
2220 NE 68th. Street
Ft. Lauderdale , Fl. 33308-1222

ARTICLE VII INCORPORATOR

The name and address of the Incorporator is:

Catherine A Cashman
2220 NE 68th. Street
Ft. Lauderdale, Fl. 33308-1222

Having been named as registered agent to accept service of process for the above stated corporation at the place designated in this certificate, I am familiar with and accept the appointment as registered agent and agree to act in this capacity.

Catherine A. Cashman
Signature/Registered Agent

MARCH 5, 2008
Date

Catherine A Cashman
Signature/Incorporator

MARCH 5, 2008
Date

FILED
SECRETARY OF STATE
DIVISION OF CORPORATIONS
08 MAR 11 AM 8:50



RECEIVED

08 MAR 11 AM 8:00

FLORIDA DEPARTMENT OF STATE
Division of Corporations

February 27, 2008

CATHERINE A CASHMAN
2220 NE 68TH STREET #1004
FORT LAUDERDALE, FL 33308-1222

SUBJECT: LAUDERDALE BY THE SEA GARDEN CLUB INC.
Ref. Number: W08000010349

We have received your document for LAUDERDALE BY THE SEA GARDEN CLUB INC. and your check(s) totaling \$87.50. However, the enclosed document has not been filed and is being returned for the following correction(s):

Section 617.0202(d), Florida Statutes, requires the manner in which directors are elected or appointed be contained in the articles of incorporation or a statement that the method of election of directors is as stated in the bylaws.

The print for the officers and directors are too small.

Bylaws are not filed with this office. Please retain them for your records.

Please return the corrected original and one copy of your document, along with a copy of this letter, within 60 days or your filing will be considered abandoned.

If you have any questions concerning the filing of your document, please call (850) 245-6973.

Claretha Golden
Regulatory Specialist II
New Filing Section

Letter Number: 708A00012202

FILED
SECRETARY OF STATE
DIVISION OF CORPORATIONS
08 MAR 11 AM 8:50

001-306-000-369-200

TOWN OF LAUDERDALE-BY-THE-SEA
4501 Ocean Drive
Lauderdale-By-The-Sea, Florida 33308-3610
Telephone (954) 776-0576 • Fax (954) 776-0094

Nº 09346
DATE 1-13-2010

RECEIVED FROM L.B.T. Garden Club \$ 100.00

one hundred DOLLARS

FOR App. for Jarvis Hall

AMOUNT OF ACCOUNT \$ _____
AMOUNT PAID \$ _____
BALANCE DUE \$ _____

Thank You!
BY Karen

☐ CASH
☒ CHECK
☐ M.O.
☐ CREDIT CARD

63-9059-2670 880

LAUDERDALE-BY-THE-SEA
GARDEN CLUB

DATE 1-12-10

PAY TO THE ORDER OF Town of Lauderdale by the Sea \$ 100.00

One hundred and 00/100 DOLLARS

BankUnited
227 COMMERCIAL BLVD • LAUDERDALE BY THE SEA, FLORIDA 33308
954-776-0550 • 1-877-776-0295
www.bankunited.com

MEMO [REDACTED]

Barbara B Black
Nancy Leslie

Security Features Included Details on Back

Entrepreneur

Set up for Rummage Sale

1 Large Conference Table

22 Standard Tables

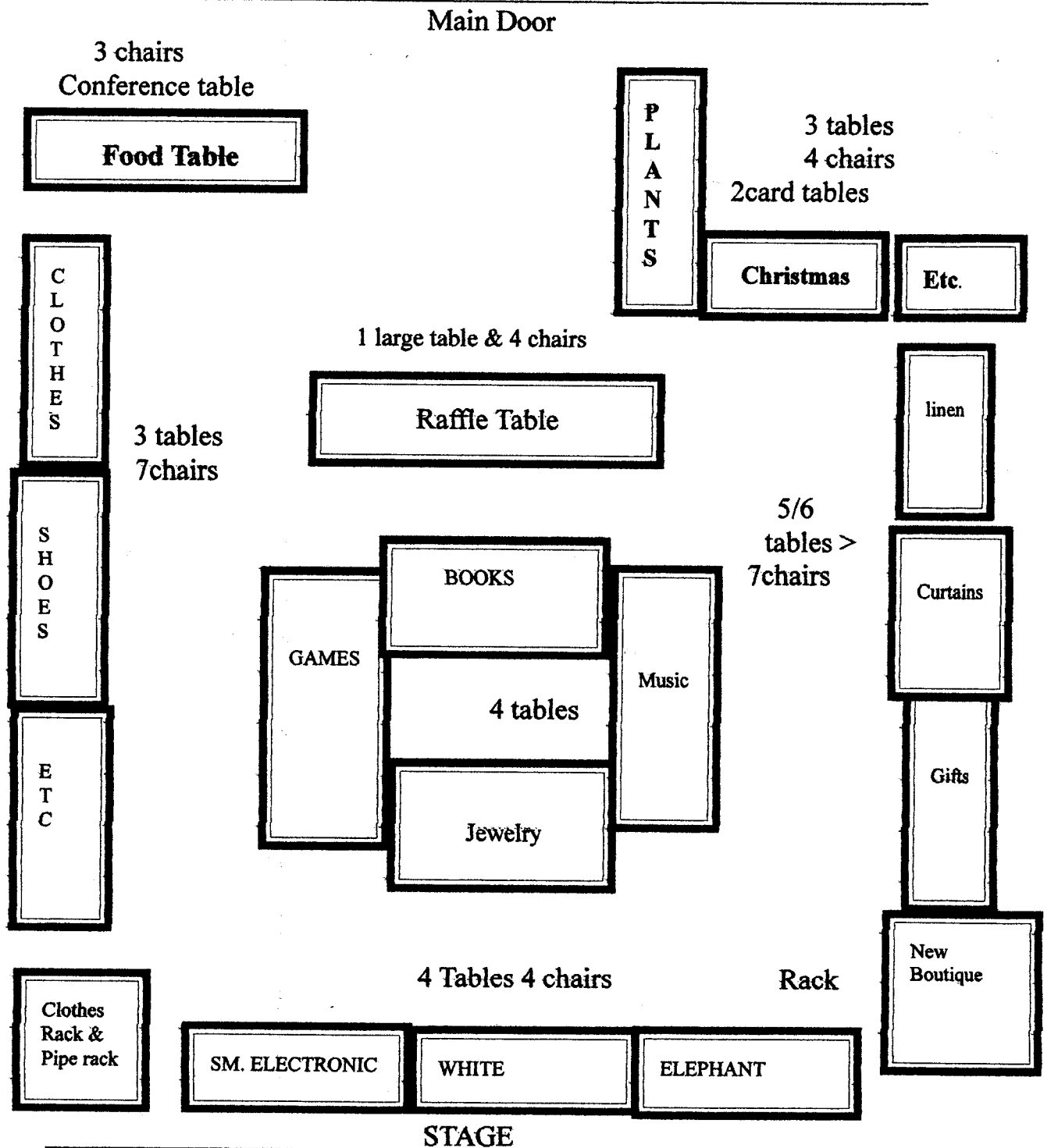
4/5 Card Tables

30 Chairs


Pipe Rack

Clothes Rack

LBTS GARDEN CLUB RUMMAGE SALE
SET UP -FRIDAY JANUARY 29TH 12:30 p.m.-4:00 p.m.
SALE-SATURDAY JANUARY 30TH 8:30 a.m-1:00 p.m.



JANUARY 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 NEW YEAR'S DAY TOWN HALL CLOSED	2
3	4 11:30AM-1:00PM Broward County Property Appraiser	5 10AM ART 1PM BRIDGE	6	7	8 10AM INTERIOR DEC. 10AM BRIDGE 1:30pm-6:00pm Martial Arts	9
10	11 8:30am - 12pm GARDEN CLUB	12 10AM ART 1PM BRIDGE *7:00PM COMMISSION MEETING	13	14 9AM -11AM Congressman Klein's office	15 10AM INTERIOR DEC. 10AM BRIDGE 1:30pm-6:00pm Martial Arts	16
17	18 MARTIN LUTHER KING DAY OBSERVED	19 10AM ART 1PM BRIDGE *7:00PM MASTER PLAN STEERING COMMITTEE	20 11AM B.O.A. 1:30PM CODE HEARING 3PM PARKING HEARING 6:30PM PLANNING AND ZONING	21 6:00PM Public Meeting With Businesses and Restaurants	22 10AM INTERIOR DEC. 10AM BRIDGE 1:30pm-6:00pm Martial Arts	23
24	25 5:00PM - 8:00PM By The Sea RFL Kickoff	26 10AM ART 1PM BRIDGE *7:00PM COMMISSION MEETING	27	28 POA - GENERAL MEETING 6:30PM - 8:00PM	29 1:30pm-6:00pm Martial Arts	30 4PM-8PM KIDS BIRTHDAY PARTY
31 TWO OR MORE TOWN COMMISSIONERS MAY BE PRESENT AT ANY PUBLIC MEETINGS AS THIS CALENDAR CONSTITUTES LEGAL NOTICE REQUIREMENTS OF THE SUNSHINE LAWS					Notes: Updated 1/08/2010 * Two or more members of the Lauderdale-By The-Sea Advisory Board may be in attendance at this meeting, and the public is welcome to attend. © 2007 Vertex42 LLC http://www.vertex42.com	